

CHECKLIST FOR SPECIAL ONE-DAY TEMPORARY ALCOHOL/WINE & MALT LICENSES

- ☐ Application completed.
- ☐ Check for filing fee and license made payable to the City of Newton.
- ☐ Letter from the facility to the Licensing Board that the event is approved.
- ☐ Floor plan (8 1/2 by 11 sketch acceptable) for where alcohol service will be located.
- ☐ Proof of liquor liability insurance.
- ☐ Police detail arranged (for events of 150 or more people).
- ☐ Copy of food menu
- ☐ Copy of tip certification for any alcohol service
- ☐ For catered event → copy of caterer's license and tip certifications